

29 AUG 1980

MEMORANDUM FOR: See Distribution
FROM: James H. McDonald
Director of Logistics
SUBJECT: Quarterly Reporting of Vehicle Mileage
and Fuel Consumption
REFERENCE: Multi Addressee memo from D/L, dtd 11 April 1980,
same subject (OL 0 1662)

1. Reference advised Agency components that, beginning with the quarter 1 April - 30 June 1980, quarterly reports concerning vehicle operations and fuel consumption will be required.

2. The report for your activity has not been received, and your assistance in assuring timely submission would be greatly appreciated. The Plans and Programs Staff, OL, is monitoring this program and will provide guidance for members of your staff should additional information be required.

25X1

[redacted]
f/r James H. McDonald

Attachments:

- A. Reference
- B. Quarterly Report

Distribution:

Orig - D/OC/DDA
1 - D/[redacted] DDS&T
1 - D/OSO/DDS&T
1 - D/NPIC/DDS&T
1 - D/GCR/NFAC
1 - [redacted]
1 - C/SE/DDO

25X1

25X1

OL 0 3943

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Quarterly Reporting of Vehicle Mileage & Fuel Consumption

FROM:

/DDO/LO

EXTENSION

NO.

DATE 8 Sept 1980

25X1

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Logistics

2C 02

8 Sept 1980

REF: OL O 3943

Attached is a message sent to

2. Plans & Program Staff

Attn: Mr

[redacted] in regards
to the quarterly reporting on
vehicle usage. We hope to be
on schedule in the very near future.

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